

DEPUTY FINANCE AND TECHNOLOGY DIRECTOR – FINANCE

Purpose:

To actively support and uphold the City's stated mission and values. Responsible for the day to day operations of the Financial Services Division of the Finance and Technology Department. Provides direction to staff within the Financial Services Division as well as provide complex administrative support to the Finance and Technology Director.

Supervision Received and Exercised:

Receives general direction from the Finance and Technology Director and from the City Manager.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

Position Information:

The Deputy Finance and Technology Director - Finance is responsible for directing and coordinating staff activities in accounting, budgeting, customer services, liability risk management, purchasing, and sales tax licensing and collection sections of the Financial Services Division. The Deputy Finance and Technology Director - Finance determines divisional policies; plans long term programs; manages the division's budget and handles complex administrative duties.

In addition, the Deputy Finance and Technology Director - Finance assists in developing and promoting a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

Essential Functions:

Duties may include, but are not limited to, the following:

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Deputy Finance and Technology Director - Finance (continued)

- Develop, plan and manage all aspects of the Financial Services Division for the Finance and Technology Department and City;
- Prepare quarterly goals and objectives for the Financial Services Division; assist in the development of policies and procedures; establish performance measurements;
- Analyze and monitor the City's financial condition; make recommendations for improvement to the Finance and Technology Director;
- Prepare and monitor the City's annual operating and capital improvement budget, and long-range financial and debt management programs;
- Manage, direct and organize Financial Services Division activities including accounting, budgeting, customer services, liability risk management, purchasing, and sales tax licensing and collection;
- Direct, oversee and participate in the development of each of the section work plans; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures;
- Supervise the preparation of the section budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor the approved budgets;
- Recommend the appointment of personnel; provide or coordinate staff training; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations, as necessary;
- Plan and conduct monthly staff meetings with managers and supervisors of accounting, budgeting, tax and licensing, central services and liability divisions;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees as a City representative; prepare public presentations on financial services to groups as requested; attend City Council meetings; meet with City management staff on a variety of policy issues;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to City financial services;
- Conduct research and detailed studies to be used in decision making; compile information and prepare staff reports as required;

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Deputy Finance and Technology Director - Finance (continued)

Evaluate City expenditures to ensure compliance with State laws; authorize any

major City expenditure requisitions; authorize City purchase orders:

Coordinate and prepare information to be submitted to bond rating agencies

and bond consultants:

Have a strong commitment to value diversity in the Department and the City.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional experience in governmental financial planning and administration, including three years of administrative and supervisory responsibility in finance, accounting, or directly related to the core

functions of this position.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, public administration or a degree related to the core functions of this position. A Master's

degree is preferred.

Licenses/Certifications:

Possession of a Certified Public Accountant certification is highly desirable.

Examples of Physical and/or Mental Activities:

Pending

Competencies:

Pending

Job Code: 015

Status: Exempt / Unclassified

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